

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**AREA SUPERVISOR/ENVIRONMENTAL CODE ENFORCEMENT OFFICER  
PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs specialized skilled and supervisory work in the operation of one or more types of motorized heavy equipment used in the disposal of solid waste from City facilities and residences. Employee reports to the Solid Waste Manager.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs specialized skilled and supervisory work in the operation of one or more types of motorized heavy equipment used in the disposal of solid waste from City facilities and residences. Work involves supervising and training crews of sanitation workers. Work also involves operating compactors to compact debris, and training to operate heavy motorized equipment. Employee is also responsible for policing the site for beautification purposes, directing the public in the disposal of trash, and participating in minor preventive maintenance on all equipment. Employee is also responsible for clearing right-of-ways of debris and hauling brush. Employee must exercise considerable tact and courtesy in frequent contact with the general public. Employee is exposed to the usual hazards and unpleasant working conditions associated with sanitation work. Work is performed under general supervision of the Solid Waste Manager and is evaluated in terms of the care exercised in the operation of equipment and the completeness with which instructions are followed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Operates a compactor at a landfill site; receives instruction and trains in use of such equipment as: bulldozers, compactors, front end loaders, graders, motorized pans, farm tractors, track backhoes, and tractor trailers as time and workload permits.

Supervises and schedules the activities of crews of sanitation equipment operators, loaders and laborers; serves area supervisor; interviews and recommends hiring of job applicants.

Trains subordinates to help them obtain commercial driver's licenses.

Hauls brush.

Clears debris away from rights of way.

## **AREA SUPERVISOR/ENVIRONMENTAL CODE ENFORCEMENT OFFICER**

Ensures that sanitation operations are performed in accordance with federal, state and local environmental codes.

Assists with minor maintenance and related care of equipment used in landfill operation.

Maintains records and logs and prepares periodic reports.

Attends a variety of meetings and seminars for information and professional development.

Responds to inquiries from City employees and residents regarding solid waste disposal.

### **ADDITIONAL JOB FUNCTIONS**

Assumes duties and responsibilities of subordinates, as necessary; assumes duties and responsibilities of other supervisory personnel, as necessary.

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the operation of motorized equipment used at City solid waste disposal sites.

Considerable knowledge of the occupational hazards and the proper safety precautions involved in operating heavy motorized equipment.

General knowledge of the principles and practices of supervision.

Skill in the use and operation of various motorized heavy equipment.

Ability to perform minor maintenance on heavy motorized equipment.

Ability to follow oral instructions.

Ability to work effectively in an unpleasant working environment.

Ability to supervise the work of subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school and 3 to 5 years of related experience; or any equivalent combination of training and experience to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

## **AREA SUPERVISOR/ENVIRONMENTAL CODE ENFORCEMENT OFFICER**

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 13  
Non-Exempt